

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Sheahan-Malloy, Greshay, Schmidt, and Hilbert

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 1, 2018 at 9:00 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Chief Deputy Scott Mittelstadt; Patrick Schoebel, Medical Examiner; Jane Hooper, Clearview Administrator Executive Director; Jeff Berres, County Board Supervisor.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Hinze acknowledged the returning members of the Committee and extended a welcome to two (2) new members: Sheahan-Malloy and Hilbert.

Marsik asked for nominations to elect a Chairperson, Vice-Chairperson, and Secretary of the Human Resources and Labor Negotiations Committee.

Motion by Greshay to nominate Marsik as Chairperson. Second by Sheahan-Malloy. Marsik Closed Nominations. Motion carried. Marsik abstained.

Motion by Greshay to nominate Schmidt as Vice-Chairperson. Second by Marsik. Marsik Closed Nominations. Motion carried.

Motion by Schmidt to nominate Greshay as Secretary. Second by Sheahan-Malloy. Marsik Closed Nominations. Motion carried.

Motion by Greshay to continue to meet the first and third Tuesday of the month at 9:00 a.m. in room 4C located on the fourth floor of the Administration Building. Second by Schmidt. Motion carried.

It was the consensus of the Committee to receive the meeting agendas and packets via email.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the April 3, 2018 and April 17, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Hinze provided the Committee members with additional information regarding the Post-Employment Health Plan (PEHP) including: the history of the PEHP, a summary of the PEHP requirements, and demographic and statistical information regarding the PEHP. There was discussion regarding extension of the PEHP for an additional two-year period. Hinze will gather

additional information including current sick balances, ages, and tenure for the next meeting. Mielke encouraged taking the resolution to the County Board no later than July.

Mielke notified the Committee as informational only that the Highway office hours will be four (4) nine (9) hour days Monday through Thursday and a four (4) hour day on Friday with the office open until noon on Friday. Mielke stated this is on a trial basis from May 21st through August 31st and feedback is encouraged.

Hinze indicated that the agenda item to review, discuss, and/or consider side agreement for detective schedules will be added to a future Committee agenda.

Hinze explained the current hiring process for Deputy Sheriff Patrol in which the candidate is certifiable, however, requires attendance at the academy to obtain certification. Hinze stated that these candidates are compensated at the Deputy Sheriff Patrol wage. Mittelstadt described the requirements and time commitment to attend the academy. Mittelstadt answered Committee member questions. Hinze stated that a job description has been created for the position of Deputy Sheriff In-Training with a proposed wage of \$18.00 per hour on the Dodge County Miscellaneous Wage Scale. Hinze added that the request is for three (3) full time, temporary positions. Hinze noted that a resolution to create the position is being presented to the Judicial and Public Protection Committee. Hinze stated that this Committee is responsible for setting the wage.

Motion by Schmidt to approve placement of the Deputy Sheriff In-Training position on the 2018 Dodge County Miscellaneous Wage Schedule at \$18.00/hour. Second by Greshay. Motion carried.

Hinze stated that as a result of a negotiated starting wage for a new hire in Human Resources, a pay inequity was created with the Human Resources Assistant position. Hinze explained the circumstances of the position as an internal promotion and reviewed the previous experience of the current employee as compared to the new hire. Hinze requested a one-time pay adjustment to Step Two (2) of Grade Five (5) to sustain pay equity in the department.

Motion by Schmidt to approve a one-time pay adjustment for the Human Resources Assistant to Step Two (2) of Grade Five (5) of the Dodge County Labor Grade Structure. Second by Greshay. Sheahan-Malloy abstained.

Hinze presented a Personnel Requisition for an on-call Deputy Medical Examiner position. Schoebel explained departmental staffing, coverage needs and that there is no fiscal impact for adding an additional position.

Motion by Greshay to approve the Deputy Medical Examiner Personnel Requisition. Second by Sheahan-Malloy. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Child Support Specialist Enforcement I or II
One (1) Account Clerk III
One (1) Economic Support Aide
Two (2) Nutrition Site Manager – Float (2 requisitions)
One (1) Social Worker I, II or Senior – CPS Ongoing
One (1) Deputy Sheriff

Child Support
Human Services
Human Services
Human Services
Human Services
Sheriff

One (1) Patrol Sergeant

Sheriff

Motion by Greshay to approve the Personnel Requisitions. Second by Hilbert. Motion carried.

Mindemann explained that an employee of Human Services and Health Department requested a leave extension as a General Leave of Absence for the birth of a child for 05/01/2018-06/12/2018. Mindemann explained that the employee did not qualify for State or Federal FMLA leave.

Motion by Hilbert to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – Robbie J. Weinfurter, Sergeant Patrol (37.5 hrs/wk), Sheriff, \$32.59, SSU08, ST05, 04/28/2018; Michael P. Willmann, Detective (37.5 hrs/wk), Sheriff, \$33.85, SSU08, ST06, 04/28/2018. APPOINTED OFFICIAL - None. NEW HIRE – Randi L. Gonzalez, Counselor I – Children w/Disabilities, Human Services, \$19.00, DC05, ST01, 04/23/2018; Becky Justmann, Administrative Secretary III Part Time, Land & Water Conservation, \$15.07, DC03, ST01, 04/30/2018; Mitchell L. Matuszeski, Transportation Coordinator – L.T.E., Human Services, \$15.07, DC03, ST01, 04/11/2018; Michael Kohn, Database Administrator, I.T., \$31.74, DC11, ST02, 04/09/2018. LIMITED TERM/SEASONAL NEW HIRE – Ryan M. Christian, Seasonal Highway, Highway, \$10.97, MSC08, STYR01, 05/14/2018; Sydney Hintz, Seasonal Highway, Highway, \$10.97, MSC08, STYR01, 05/21/2018. LIMITED TERM/SEASONAL RE-HIRE - Colleen R. Hann, Seasonal Highway, Highway, \$11.74, MSC08, STYR03, 05/21/2018; Karissa M. Marquardt, Seasonal Highway, Highway, \$11.35, MSC08, STYR02, 05/21/2018; Monica D. Miller, Seasonal Highway, Highway, \$11.74, MSC08, STYR03, 05/21/2018; Leah A. Uecker, Seasonal Highway, Highway, \$11.74, MSC08, STYR03, 05/14/2018; Evelyn Breutzmann, Park Attendant Derge, LR&P, \$12.39, MSC13, ST/YR04, 04/27/2018; Kevin Breutzmann, Park Caretaker Derge, LR&P, \$11.88, MSC06, ST/YR05, 04/27/2018; Kay M. Kiser, Parks Attendant Astico, LR&P, \$12.65, MSC13, ST/YR05, 04/09/2018; Paul Rettler, Parks Caretaker Astico, LR&P, \$11.13, MSC06, ST/YR02, 04/09/2018; Joseph K. Schaefer, Trail Caretaker, LR&P, \$11.13, MSC06, ST/YR02, 04/09/2018; John A. Sevenz Jr., Park Caretaker Harnischfeger, LR&P, \$11.88, MSC06, ST05, 04/09/2018. None. REHIRE: None. RECLASSIFICATION – Jamie Beckwith, Purchasing Agent, Finance, \$26.88, DC09, ST01, 4/30/2018; Kimberly M. Braun, Counselor III – Children w/Disabilities, Human Services, \$27.14, DC07, ST08A - lateral, 04/30/2018; Laura E. Martin, Economic Support Specialist I, Human Services, \$17.03, DC04, ST01, 04/16/2018; Mitchell L. Matuszeski, Transportation Coordinator - F.T., Human Services, \$15.07, DC03, ST01, 05/07/2018; Vonne Meussling-Barnett, Counselor III CSP, Human Services, \$22.95, DC07, ST01, 03/14/2018 – back pay due. STEP INCREASE – Kelly S. Brandsma, Deputy Clerk of Courts, Clerk of Courts, \$21.35, DC04, ST N/A, 06/02/2018; Kelly K. McMillan, Deputy Clerk of Courts, Clerk of Courts, \$20.40, DC04, ST N/A, 06/22/2018; Brian L. Otto, Equipment Operator East, Highway, \$24.64, DC05, ST N/A, 05/15/2018; Diane E. LaLonde, Sr. Social Worker Juvenile Court Ongoing, Human Services, \$32.31, DC08, ST N/A, 04/22/2018; Lina M. Rooney, RN Public Health, Human Services, \$33.39, DC08, ST N/A, 05/17/2018; Melissa M. Zarczynski, Sr. Social Worker Juvenile Court Intake, Human Services, \$31.94, DC08 ST N/A, 04/05/2018; Jesse M. O'Neill, Senior GIS Specialist, LR&P, \$33.36, DC08, ST N/A, 05/05/2018; Jason D. Hundt , Deputy Jail Administrator, Sheriff, \$35.67, DC10, ST N/A, 04/30/2018; Brian G. Loos, Lieutenant Patrol, Sheriff, \$37.17, DC10, ST N/A, 02/28/2018; Chad R. Riter, Jail Sergeant, Sheriff, \$33.04, DC08, ST N/A, 03/09/2018.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze updated the Committee that the grievance from a Correctional Officer is currently being deliberated by the attorneys.
- c) Hinze provided an update on the Health Insurance Consortium stating that on May 2nd, the consortium is meeting with M3 for an overview of a Health Savings Account. Hinze and Mielke provided a recap of the consortium for the new members.
- d) Hinze provided a copy of a communication that was sent out to employees regarding the combining of payrolls.
- e) Hinze distributed the 01/01/2018 and 07/01/2018 Dodge County Wage Structures and the 2018 Miscellaneous Wage Structure to the Committee. Hinze explained the new position budget process and reclassification process.

Future Agenda Items: Health Insurance update, Exit Interview Report, Post-Employment Health Plan, and Detective Schedules.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, May 15, 2018 at 9:00 a.m., and Tuesday, June 5, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:46 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.